**Administrative Assistant to the Executive Director**Job Description  
September 9, 2016

Job Title

Administrative Assistant to Executive Director

Job Summary

Provide administrative support to the Executive Director of the Capital Area Health Alliance, including managing the office and event coordination.

Key Responsibilities

* Basic front office duties, including fielding phone calls and office email, filing, reviewing mail, maintaining contact lists, operating standard office equipment
* Coordinating and disseminating organizational communications
* Managing committee meetings, including notification of meetings, attending meetings, and preparation and maintenance of meeting minutes
* Event coordination and planning for larger events (100+ attendees)
* Preparing reports
* Overseeing purchasing processes
* Managing the Alliance Facebook and Twitter accounts and creating regular content
* Managing the Alliance website, including weekly updates to the online calendar
* Maintaining the calendar of the Executive Director and Capital Area Health Alliance

Minimum Job Requirements

* Associate’s Degree
* Minimum two years’ experience in an office setting
* Excellent command of Microsoft Office Suite (Word, Excel, PowerPoint, Publisher)
* Excellent interpersonal, written and verbal communication skills
* Experience with social media and website maintenance
* Strong computer and internet research skills
* Ability to multitask and be flexible
* Experience with project coordination preferred

Physical Requirements

This job requires minimal physical requirements as would be expected in an office environment.